## LHU Board of Directors Regular Meeting

**August 17, 2022 6:30 PM**

**Sterling Montessori Academy and Charter School**

**202 Treybrooke Drive, Morrisville, NC 27560**

**Virtual via Google Meet**

### 1. COMMENCEMENT

#### Call to Order and Board Attendance w/Determination of Quorum At 6:32pm

##### Quorum Present with following Board Members in Attendance:

| **Name** | **Present** |  | **Name** | **Present** |  | **Name** | **Present** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown |  |  | Kevin Hughes | X |  | Kari Schwab |  |
| Kim Elliott | X |  | Wallace Lewis | X |  | Elizabeth Uzzell | X |
| Leslie Hamilton | X |  | Chris Morton | X |  | Robert Wolfe | X |
| Ryan Hill | X |  | Rachel Richardson | X |  | Lan Zhu | X |

##### Reading of Mission Statement:

*“The mission of Sterling Montessori is to create a diverse educational community, grounded in the Montessori philosophy and teaching practices, that fosters curiosity, creativity, and critical thinking in its students. We strive to empower each student to become life-long learners who respect themselves, others, and their environment.”*

#### Conflict of Interest Statement

*“At this time, we ask all board members to make a statement to be recorded in the minutes should they know of any conflict of interest or appearance of conflict with respect to any matters coming before them during this meeting. It is the duty of each board member to abstain from discussion and voting on such matters.”*

#### Agenda Items:

*Including any related consent agenda items or discussion items added to agenda prior to consent vote.*

* Renewal of Board terms - Wallace Lewis and Elizabeth Uzzell
* Staffing / Aftercare
* NetSmart Presentation
* DPI Update
* Closed session for personnel
* Vote for proposed change to policy

**Approval of Agenda**

At 6:35p, Elizabeth Uzzell moved to approve the agenda. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown |  |  |  |  | Kevin Hughes | X |  |  |  | Kari Schwab | X |  |  |
| Kim Elliott | X |  |  |  | Wallace Lewis | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

### 2. REPORTS AND PRESENTATIONS

*Please hold community comments until the end of ALL presentations. Board members may ask clarifying questions at this time of the presenter. Any board member may move to refer further discussion or other action back to the committee, with a vote.*

#### Executive Director’s Report – Maureen Capillo

* Work week kicked off on Monday
  + Opened Monday with a staff gift - plant from grade-level directors with intention to bring back to sports court on Friday to plant around sport fence near carpool lane
* Admissions and Enrollment - working to get Sterling fully enrolled by start of school on Tuesday
  + 126/128 spots for Academy filled (51 3yo and 75 4yo)
  + K - 8: 614 fully enrolled, a few offers pending
    - Targeting 620-625 for first day of school
* Vacancies (3):
  + UE Assistant // Media Specialist // Communications Manager
* Aftercare: communication sent out to families on Monday night summarizing current situation with aftercare program
  + Almost fully staffed for CH with 1 vacancy (at time of email)
    - As of Board Meeting: have 2 vacancies in CH
  + Grade 1-8 program: 4 vacancies (2 that stay til 6pm, 2 stay til 4:30pm)
  + 48 emails/calls to ED - these families are on a waitlist
  + Hopeful Sterling will be in a position to open after-care by September 6 (2 weeks after start of school)
  + Currently interviewing 2 from outside Sterling and 2 teachers willing to stay until 4:30pm
  + Also received applicants with the recently approved higher hourly wage - interviewing quickly
  + Goal is not to have to move down a waitlist - hoping to be fully operational on September 6
* NetSmart Presentation (Ken George and Scott)
  + Ken - started in IT with St. Marys for 20+ years
    - Background with private schools
  + Have had opportunity to visit Sterling on-site and have started some IT services
  + Part of “IT Nation” - connection with other groups nationwide, sharing best practices
  + Scope of Deliverables:
    - Physical inventory of all Chromebooks and MAC laptops
      * Test all devices
      * Labeled and inventoried
    - Completed as of today (2 day process)
    - MS - 120 Chromebooks (includes 60 new)
    - UE - 105 Chromebooks
    - Hot Spares - 15 Chromebooks
    - Total 240
    - Another 65+ that are non-functional / require repair
  + Risk Management / Business Continuity
    - Server - how software updates are occurring or not occurring
    - Examine data backup routine
  + Cybersecurity
    - Review user authentication process
    - Anti-virus, malware and DNS protection
    - Review current information access controls and permissions
    - Training of staff (example: phishing and multi-factor authentication)
  + Testing 3rd grade (practice run start at end of August // real test starts in early September)
  + Pricing includes some software updates that we would otherwise have to buy out-of-pocket
  + Media Specialist Role (also looking to hire in addition to this NetSmart contract)
    - ⅓: testing coordinator
    - ⅓: IT help
    - ⅓: reading interventionist support // library on a cart
    - Someone with more experience in teaching/schools instead of having a heavy tech background
    - Would utilize the contract with NetSmart with any technical issues
* DPI Update - presented by Gloria Jones (new EC Director)
  + Indicator 10 (higher disproportionately of certain race) - on DPI’s mandatory list
    - Identified as more white students as other health impairment (OHI) compared to the general student population at Sterling
    - Means Sterling needs to set aside 15% of PRC 60 budget (CEIS grant) - use that money to mitigate this problem (around $14K)
    - Have a team ready to meet with DPI (for DPI in-person meeting - 9/24) - have already met twice
    - During visit - DPI will look for evidence of policy/procedures, meeting requirements, evidence of training and communication, evidence of implementation of policies and procedures, evidence of monitoring
    - After meeting - DPI will draft report with recommendations if they see gaps between policy and implementation
* Discussion of new job - Media Specialist
  + Finance reviewed and budget supports this
  + Job description mentioned above during NetSmart presentation discussion

#### Finance Committee Report - Kim Elliott

* Met in both July and August
* Payscales - want automatic way to increase these payscales; as WCPSS increase teacher and assistant teacher payscale; Sterling’s teacher and assistant teacher payscales will automatically increase as this mimics WCPSS. The increase is funded by additional funding from the county
  + Scales would automatically increase by average increase from Wake teacher/assistant teacher scales
  + Plan is to do a deep dive in finance every few years
  + Want to implement this system so that process is in place irregardless of board makeup or admin
* Contractors also need a “payscale” - like to implement same concept of automatic increases based on average Wake payscale increases
* Substitute pay - ask to increase to $16
* Airport Road - currently waiting for official document w/counter offer from NCDOT ($30K above original offer to help fund the needed landscaping after the road is paved)

#### DEI Committee Report - Kim Elliott

* Has not met since last board meeting

#### Strategic Planning Committee Report - Ryan Hill

* Has not met since last board meeting, targeting first meeting in October

#### Policy Committee Report - Kevin Hughes

* 1 item for approval - Tutoring policy

#### Communications Committee Report - Leslie Hamilton

* Met on August 1, 2022
* Plan on surveying managers and directors to ensure they are supported throughout the leadership transition (“pulse check”)
  + Survey sent out this week
* Question for ED - have parents had questions about Sterling’s mask policy?
  + ED: have not received questions from parents regarding this
    - Prior Board discussions - Sterling will follow WCPSS (which also follows CDC/NCDHHS)

#### Development Committee Report – Robert Wolfe

* Has not met since last board meeting

#### Outdoor Play and Learning Space Committee Report - Robert Wolfe

* Has not met since last board meeting

#### Governance Committee - Chris Morton

* Has not met since last board meeting
* Have 1 candidate who expressed interest in joining LHU Board (will discuss at next governance committee meeting)
* 2 committee members up for their 3-year renewal

#### Technology Committee Report - Chris Morton

* Has not met since last board meeting
* Feel Sterling as a whole has some major gaps in technology that need to be addressed
* Previously committed to meeting 3-4 times a year, exploring upping that frequency to include meeting with NetSmart (if contract is approved)

#### PFSA Report - none

#### Community Comments (3 minute time limit)

*Board Secretary will record names of speaker with a brief summary of comments. The board will not directly respond to any comments during this time. Please provide contact information to president@lhuf.org allow for follow-up by the appropriate officer or committee chair. Formal comments may be emailed to* [*president@lhuf.org*](mailto:president@lhuf.org) *ahead of any regular meeting to be considered for agenda/discussion.  
  
The LHU Board meetings are set up in order that the business of the Board may be conducted in public. We strive for a balance between conducting board business and receiving input from the public. The Board's goal is to make the absolute best use of everyone's time and resources.*

*The Board looks forward to receiving public comments, concerns and questions and therefore shall adhere to following:*

1. *Questions/ comments and concerns may be submitted to the President in advance of the meeting. This will assist the Board in responding effectively to the issues.*
2. *The total amount of time devoted to public comment will be no more than 20 minutes. The President may make exceptions as needed.*
3. *Each speaker may address the Board for up to 3 minutes. The President may make exceptions as needed.*
4. *It is not a requirement that the Board will respond to criticism of its own actions or those of a member of the staff in Open Public Session.*
5. *Public comment may not include specific reference to the performance of an individual staff member, member of the board, or the behavior of a specific student. Comments made must be respectful of the person, factual, as brief as possible, void of criticism, and void of profanity.*
6. *If a member of the public wishes, they may request of the Board President that an issue be placed on the agenda for an upcoming Board Meeting.*

*The Board President, or presiding officer, may direct a member of the public to cease public comment if the party is violating the intent of these guidelines.*

* None

### 3. APPROVAL OF CONSENT AGENDA

*Consent agenda items are non-controversial items unanimously recommended for approval by all involved parties and have already been reviewed by the board and Executive Director. Any board members or the Executive Director may request to pull items off the consent agenda.*

#### Approval of Consent Agenda Items.

* [June 2022 Regular Meeting Minutes](https://docs.google.com/document/d/12GKgER76sic6gcJ9GCkD50pM3ZxKJY_lz5RWF79YsaU/edit)
* [August 3, 2022 Special Meeting Minutes](https://docs.google.com/document/d/1hFauzmGcCoIthcmBu1oqLiFRbh5hfFMrE_a7AH_pODc/edit)
* Substitute teacher pay increase to $16/hr

At 8:50p Elizabeth Uzzell moved to approve Consent Agenda Items. Approved.

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown |  |  |  |  | Kevin Hughes | X |  |  |  | Kari Schwab | X |  |  |
| Kim Elliott | X |  |  |  | Wallace Lewis | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson |  |  |  |  | Lan Zhu | X |  |  |

### 4. DISCUSSION ITEMS

* Tutoring - Policy 31 After Hours Use of Facilities for Employees (Sterling Programs) and Policy 43 Tutoring and Off-Campus Tutoring
  + On campus or off-campus, Sterling teachers should not be tutoring Sterling students
  + Board member question: would this be in the teacher contracts prohibiting the tutoring of Sterling students?
    - ED will explore further and report back
* New Position - Media Specialist
  + Board member question: how was the proposed salary band established?
    - ED: information was scarce but salary band from current media specialist from a different state
  + Discussion around qualifications for position
* NetSmart contract
  + Board: would like to see a more detailed breakout of NetSmart duties - would help Technology committee track the progress of the contract
    - Also understand details of contract such as whether additional software is included or would it be additional?
  + Seeking approval to request a contract from NetSmart
    - $91K for 13 month contract
    - Need to make sure payment terms will work for finance and Sterling fiscal calendar
* New Communication System
  + Discussion around the functionality of the proposed new system (similar to Nokia phone vs existing walkie-talkie system)
  + Options are buy 50 more of the existing walkie-talkie system (immediate need) or buy 100 of the new system with better functionality and allows admin to communicate directly with specific classrooms

**Approval of Changes to Policy and Employee Handbook**

At 9:03p, Kevin Hughes moved to approve the changes to Policies 4, 31 and 43 and in Employee Handbook Section 7.13.c. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown |  |  |  |  | Kevin Hughes | M |  |  |  | Kari Schwab | X |  |  |
| Kim Elliott | X |  |  |  | Wallace Lewis | X |  |  |  | Elizabeth Uzzell | X |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

**Approval of Extending Contract with NetSmart**

At 9:26p, Elizabeth Uzzell moved to approve extending contract with NetSmart for 13 months for up to $91,000 in total. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown |  |  |  |  | Kevin Hughes | X |  |  |  | Kari Schwab | X |  |  |
| Kim Elliott | X |  |  |  | Wallace Lewis | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

**Approval of Media Specialist Position**

At 9:28p, Elizabeth moved to approve the Media Specialist position on manager payscale. Job posting to state salary range of $40,000-$54,000. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown |  |  |  |  | Kevin Hughes | X |  |  |  | Kari Schwab | X |  |  |
| Kim Elliott | X |  |  |  | Wallace Lewis | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

**Approval of Purchase of New Communication System**

At 9:53p, moved to approve the purchase of a new communication system, not to exceed $35,000. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown |  |  |  |  | Kevin Hughes | X |  |  |  | Kari Schwab | X |  |  |
| Kim Elliott | X |  |  |  | Wallace Lewis | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

**Approval of Automatic Increase to Admin and Manager Payscale on an annual basis**

At 10:00p, Elizabeth moved to approve the automatic increase to admin and manager payscale on an annual basis at a percentage rate equal to the average percentage rate increase to teacher base scale, beginning with academic calendar year 2023-2024. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown |  |  |  |  | Kevin Hughes | X |  |  |  | Kari Schwab | X |  |  |
| Kim Elliott | X |  |  |  | Wallace Lewis | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

**Election of Officers  
  
Board Member**

At 10:04p, Elizabeth Uzzell moved to nominate and elect Wallace Lewis as Board Member of the LHU Board of Directors for May 2022 to May 2025. Approved.

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown |  |  |  |  | Kevin Hughes | X |  |  |  | Kari Schwab | X |  |  |
| Kim Elliott | X |  |  |  | Wallace Lewis |  |  | X |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

**Election of Officers  
  
Board Member**

At 10:06p, Wallace Lewis moved to nominate and elect Elizabeth Uzzell as Board Member of the LHU Board of Directors for July 2022 to July 2025. Lan Zhu Second. Approved.

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown |  |  |  |  | Kevin Hughes | X |  |  |  | Kari Schwab | X |  |  |
| Kim Elliott | X |  |  |  | Wallace Lewis | M |  |  |  | Elizabeth Uzzell | X |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | 2 |  |  |

### 5. CLOSED SESSION

**Enter Closed Session**

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of a present or prospective public officer or employee [N.C.G.S. § 143-318.11(a)(6)].

At 10:07p, Elizabeth Uzzell moved to enter closed session per NCGS [N.C.G.S. § 143-318.11(a)(6)]. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown |  |  |  |  | Kevin Hughes | X |  |  |  | Kari Schwab | X |  |  |
| Kim Elliott | X |  |  |  | Wallace Lewis | X |  |  |  | Elizabeth Uzzell | X |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

**Return to Open Session**

At 10:47p, Elizabeth Uzzell moved to return to open session. No action taken. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown |  |  |  |  | Kevin Hughes | x |  |  |  | Kari Schwab | x |  |  |
| Kim Elliott | x |  |  |  | Wallace Lewis | x |  |  |  | Elizabeth Uzzell | x |  |  |
| Leslie Hamilton | x |  |  |  | Chris Morton | x |  |  |  | Robert Wolfe | x |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson | x |  |  |  | Lan Zhu |  |  |  |

### 6. ADJOURNMENT

At 10:51p, Elizabeth Uzzell moved to adjourn. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown |  |  |  |  | Kevin Hughes | X |  |  |  | Kari Schwab | X |  |  |
| Kim Elliott | X |  |  |  | Wallace Lewis | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

**Attendance:**

****